

OAA Administration Circular 06.2025 - Oceania Athletics Championships – Internship Programme

17 December 2025

Oceania Athletics is preparing for the 2026 Oceania Athletics Championships and seeks to offer internship opportunities to candidates (one male and one female) from Pacific Island nations with an interest in sport management. These internships will provide valuable, real-world experience in event operations, logistics, administration, communications, and team services at a major regional championship.

Interns will have the opportunity to engage directly with the organising team, support Member Federation delegations, and contribute to the successful delivery of one of the region's largest sporting events.

Role and Responsibilities

Event & Competition Operations

- Supporting the accreditation process for athletes, teams, volunteers, and officials.
- Assisting with competition documentation.
- Helping prepare equipment lists, venue layouts, and operational plans.

Team Services & Delegation Support

- Assisting with travel logistics, accommodation coordination, and transport schedules.
- Supporting national teams from the Pacific as they prepare for and attend the Championships.
- Acting as a liaison for delegations.

Administration & Office Support

- General administrative tasks including filing, data entry, and document management.
- Helping prepare meeting materials, reports, and event briefings.

Communications & Media

- Supporting digital content, social media updates, and website information.
- Assisting with photography, videography, or athlete interviews (if appropriate).
- Helping distribute event information and updates to teams and stakeholders.

On-site Event Support

During Championship week, interns may assist with:

- Venue operations and workforce support
- Accreditation processing
- Athlete check-in and training coordination
- Media zone and mixed-zone operations
- Volunteer coordination and information distribution

Timeframe

Interns would need to be available for approximately 4-6 weeks, from the end of April to end of May 2026.

Benefits to the Intern

The Interns will gain:

- Hands-on experience working on a major international athletics event
- Insight into event logistics, management, and operations
- Professional development and mentorship from Oceania Athletics staff
- Networking opportunities with officials, administrators, and sporting bodies
- A formal reference upon successful completion

Federation / Intern Responsibilities

- Visa Support

OAA Responsibility

- Travel to Darwin – Airfares will be provided to the successful applicants, from their home Federation OR from where they reside – whichever is the most economic option as determined by the OAA Office.
- Interns will receive a living allowance to support expenses while based in Darwin.
- Housing – Darwin.

Ideal Candidate

Oceania Athletics is seeking two (2) candidates, one (1) male and one (1) female, from a Pacific Island Country. They should be a motivated and organised individual with an interest in sports management, event delivery, communications, or administration.

Desirable skills include:

- Strong communication and organisational abilities
- Ability to work in a team environment
- Competence in Microsoft Office and digital tools
- Willingness to learn and adapt in a fast-paced event setting
- Total integrity & high sense of confidentiality
- Attention to detail
- Comfortable in multi-cultural environment
- Proactive and solution-oriented mindset
- Reliable and adaptable team player
- An understanding of athletics or sporting events (preferred, not essential)

To apply candidates should send the following in English:

- Letter of application highlighting your motivation for the post and relevant experience
- Current curriculum vitae

APPLICATIONS SHOULD BE RECEIVED NO LATER THAN 2 FEBRUARY 2026